

EDITED KSA LISTING

CLASS: BUSINESS SERVICE OFFICER II (SUPERVISOR)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
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	Knowledge of:
K1	Working knowledge of English grammar and punctuation as it relates to the procurement and contracting processes.
K2	Extensive knowledge of record keeping to effectively maintain and disseminate procurement and contracting information.
K3	Comprehensive knowledge of various types of equipment and supplies and the resources available for procurement, contracting, and maintenance.
K4	Basic knowledge of procurement and contracting principles and practices to effectively perform the duties of a Business Service Officer I/II.
K5	Basic knowledge of the principles and techniques of supervision to effectively plan, organize, and direct the work of others.
K6	Basic knowledge of the department's Equal Employment Opportunity objectives to effectively direct staff.
K7	Basic knowledge of a supervisor's role in the Equal Employment Opportunity program and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of staff.

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	Skill to:
S1	Communicates effectively in order to exchange information and/or provide direction to staff and others.
S2	Analyzes data accurately to develop and adopt an effective course of action.
S3	Reasons logically in order to make sound decisions and recommendations as it relates to the duties performed.
S4	Reviews specifications and determine whether the service/equipment provided meets the standards set up in these specifications.
S5	Purchase various types of equipment, services and supplies effectively and economically.
S6	Plan, organize, and direct the work of others to ensure quality services.
S7	Compile data to prepare various documents and provide information on procurement and contracting functions.
S8	Analyze situations accurately to develop and adopt an effective course of action.
S9	Prepare budgetary data on future planning needs (e.g. cost of equipment, supplies, and services) as it pertains to procurement.
S10	Effectively contribute to the department's Equal Employment Opportunity objectives to create and maintain a fair and equitable work environment.
S11	Utilize good work habits to effectively perform the duties of a Business Services Officer I/II.

Bold text-indicates not on Classification Spec.

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	Ability to:
A1	Ability to understand and follow direction to accurately carry out work assignments in a timely manner.
A2	Gain the confidence and cooperation of those contacted during the course of work in order to establish and maintain good working relationships.

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	Willingness to:
WC1.	Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments.
WC2.	Willingness to work in a State correctional facility at various custody/security levels.
WC3.	Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to other employees, outside consultants, and/or members of the public.
WC4.	Willingness to train and supervise staff.
WC5.	Willingness to respond to changes in the work unit in a positive, professional manner.
WC6.	Willingness to promote positive, collaborative, professional working relations among co-workers both within and outside of the work unit.
WC7.	Willingness to participate in team meetings, committees, special projects, etc. as required and/or assigned by your supervisor/manager.
WC8.	Willingness to work in a team environment to complete assigned work tasks.

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